

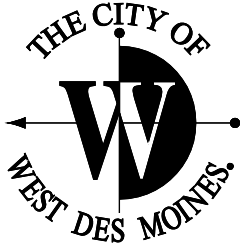
# Development Application

## **GRADING PLAN**



Development Services Department  
4200 Mills Civic Parkway, Suite 2D  
P.O. Box 65320  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate "project submittal requirements"  
can be found on the City's website: <http://www.wdm.iowa.gov>



# Development Application

NO DEVELOPMENT APPLICATION CAN BE  
ACCEPTED FOR FILING UNLESS ALL REQUIRED  
INFORMATION IS SUBMITTED.

## TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan  
Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town  
Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

## GENERAL PROJECT INFORMATION

Project Name: \_\_\_\_\_

Site Location - actual address if assigned (general location if no assigned address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property legal description (attach separate sheet if lengthy): \_\_\_\_\_

\_\_\_\_\_

Project Area: \_\_\_\_\_ acres (or) \_\_\_\_\_ sq. ft.

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Comprehensive Plan Designation: \_\_\_\_\_

Existing Zoning Designation: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Fee Amount: \_\_\_\_\_  
Case #: \_\_\_\_\_ Case Planner: \_\_\_\_\_

OFFICE USE ONLY:

## **CONTACT INFORMATION**

**Property Owner(s):** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(Submit additional sheet(s) for multiple property owners.)

**Applicant:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Main Applicant Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Representative** (Primary Contact Individual): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Engineer** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Architect** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

Additional copies of this application and the appropriate "project submittal requirements" can be found on the City's website: <http://www.wdm.iowa.gov>

**Existing Comprehensive Plan:**

**Proposed Comprehensive Plan:**

**Existing Zoning:**

**Proposed Zoning:**

**Surrounding Land Uses:**

**North:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**East:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**South:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**West:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**Total Land Area:**      acres                  sq. ft.

**Impervious Area:**      sq. ft.

<b>Open Space:</b>	<u>Required</u>		<u>Provided</u>	
	% Total Area	sq. ft.	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Ares	sq. ft.
<b>Total:</b>	<b>%</b>	<b>sq. ft.</b>	<b>%</b>	<b>sq. ft.</b>

**Landscaping:**

<b>Buffers</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Open Space</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Streetscape</b>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<b>Parking:</b>	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	(      ):	General Parking:
	(      ):	Handicap:
	Total:	Total:

**Area:**

**Building:**

Footprint Area:      sq. ft.      Total Area:      sq. ft.      Height:      ft.      stories

## **CERTIFICATION**

**NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).**

### **Part A: Owner's Signature and Consent**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Legal Property Owner

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.*

*Signature of Notary Public; \_\_\_\_\_*

### **Part B: Applicant's Signature and Consent**

**(Use only if the applicant is different from Property Owner.)**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.*

*Signature of Notary Public; \_\_\_\_\_*

## **Legal Documents**

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

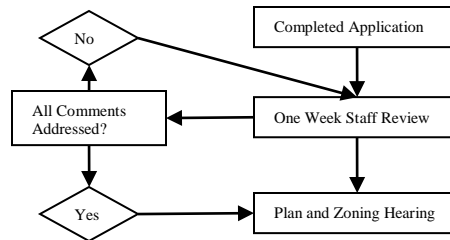
Grantor (legal entity): \_\_\_\_\_

Signatory (Person Signing Document): \_\_\_\_\_

Title of Person Signing Document: \_\_\_\_\_

## City Of West Des Moines Submittal Requirements

### GRADING PLAN



Application Fee - full fee is due at time of submittal

☐ \$140.00

#### Reviewing Bodies

- City Staff
- Plan & Zoning Commission
  - **Final copies of plans following P&Z approval MUST have original signatures and seals on ALL copies.**

#### **A. Your submittal must include the following:**

1. ☐ A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. ☐ Completed application form.
3. ☐ One (1) 8½"x11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted.
4. ☐ Two (2) copies of the Grading Storm Water Management Plan.
5. ☐ Other information deemed necessary by the Director of Community Development for the review of the proposed project.
6. ☐ Eight (8) copies of the grading plan (24"x36", **folded**).
7. ☐ Two (2) reduced copies of the grading plan (8½"x11").
8. ☐ One (1) PDF copy of the grading plan

#### **B. Your Grading Plan shall include at least the following:**

1. ☐ Legal description including total area of the property.
2. ☐ Date, compass point, legend of symbols, scale (written and graphic).
3. ☐ Vicinity map that accurately represents the area including recent developments.
4. ☐ Address(es), if assigned.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant.
7. ☐ Property boundary lines including dimensions to the nearest one-hundredth of a foot.
8. ☐ Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
9. ☐ Existing topography and site features of adjacent properties for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
10. ☐ Identification of existing and proposed drainage-ways, detention areas, and applicable engineer's calculations.
11. ☐ Typical cross section detail for swales and major drainage ways.
12. ☐ Identification of any structures (i.e. retaining walls) necessary to achieve the stated grades. Provide engineering specifications and calculations.
13. ☐ Typical cross-section of right-of-way for any grading within the right-of-way.
14. ☐ Identification of staging area for construction activities and soil stockpiling.

15. ☐ Location of proposed access drives to be utilized during construction and materials used to construct such drive.
16. ☐ Identification of measures to keep mud and rock off of public streets during grading activities. Name and contact information of individual responsible for insuring mud and rock are cleaned off of public streets on a daily basis.
17. ☐ Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
18. ☐ Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures.
19. ☐ Location of all existing trees. Identify those to be preserved with illustration and detail of preservation methods to be used.
20. ☐ Prior to any grading or site work, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted to either the Chief Building Official ([rvangenderen@wdm-ia.com](mailto:rvangenderen@wdm-ia.com)) or the assigned planning case advisor (facsimile to 515-273-0602)
21. ☐ If an authorized NPDES permit already provides coverage for the development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms that the coverage includes the proposed project shall be submitted to either the Chief Building Official ([rvangenderen@wdm-ia.com](mailto:rvangenderen@wdm-ia.com)) or the assigned planning case advisor (facsimile to 515-273-0602). The specific person and firm name responsible for erosion control issues shall also be provided, including their contact number.
22. ☐ A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
23. ☐ Location of existing utilities, labeled with depth, size, type and whether public or private.
24. ☐ Existing and proposed easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or private.
25. ☐ Notation of the book and page number of all existing easements.
26. ☐ Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
27. ☐ Notation of two (2) City of West Des Moines bench marks.
28. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes.

Additional copies of the development application and "project submittal requirements" can be found on the City's website: <http://www.wdm.iowa.gov>



# Master Storm Water Management Plan

Area Development Plans, Grading Plans, Preliminary  
Plats, &  
New PUD Proposals



Public Works Department  
4200 Mills Civic Parkway  
West Des Moines, IA 50265-0320  
515-222-36480 (phone)  
515-273-0603 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate  
"project submittal requirements"  
can be found on the City's website;  
<http://www.wdm.iowa.gov>

# **Master Storm Water Management Plan Requirements**

- Required with the submittal of:
  - Area Development Plans within the Town Center Overlay District;
  - Grading Plans;
  - Preliminary Plats; and,
  - New Planned Unit Development proposals

The following are guidelines intended to assist the Design Engineer in the development of a Master Storm Water Management Plan (MSWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the MSWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The MSWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Master Storm Water Management Plan is to demonstrate **conceptually** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. In general, the master storm water management plan should define what storm water management practices are proposed and where key management facilities will be located. The MSWMP should provide the framework for the management of storm water for all future development projects within the area identified in the Area Development Plan (ADP), Subdivision Plat, or Planned Unit Development (PUD). If the MSWMP is appropriately designed, future development proposals within the Subdivision Plat, ADP area or the PUD will only need to provide the calculations necessary to illustrate compliance to the master management plan. Although detailed calculations do not necessarily need to be included in the MSWMP, the design engineer may need to perform calculations to assure feasibility of the proposed management methods. The engineer should be prepared to provide these calculations upon request of staff.

Your Master Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

**A. Cover Sheet which includes:**

- ☐ Name of project
- ☐ Identification of the enclosed documentation as 'Storm Water Management Plan'
- ☐ Date
- ☐ Space for insertion of project number once assigned by the City
- ☐ Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan
- ☐ Engineer's Professional Certification (final copy signed in contrasting ink)

**B. Table of Contents**

**C. Project Description Page which includes:**

- ☐ A description of existing site conditions
- ☐ A description of existing site drainage patterns
- ☐ Description and details of the proposed development
- ☐ A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc...) contained within the WDM design standards are being accommodated and met.

**D. Existing Drainage Contour Map** which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc..., and any other relevant on-site or off-site information

**E. Proposed Drainage Contour Map** which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc...), detention areas, post development drainage patterns, and any other relevant on-site or off-site information

**F. Project Summary identifying:**

- ☐ Method(s) of proposed storm water management
- ☐ Key design conclusions
- ☐ Discussion of how the proposed management methods comply with current WDM design standards
  
- ☐ Post development storm water impacts to adjacent private properties; and,
- ☐ Mitigation measures for any potential impacts

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.